

1 OCT 2008

SUBJECT: On-Line Radiation Safety Course for Local RSOs and Users of TACOM-RI Commodities

This course is intended to teach you the fundamentals of radiation safety and NRC license requirements for users and maintainers of tritium fire control devices and chemical agent monitors and detectors. This course will provide training for the designated local or unit RSO for the mentioned commodities. A grade of 80% is passing. You may take the course as many times as needed to pass. Follow the steps below to access the course in AKO. You will need a CAC card or AKO user and password in order to take the course. You will be prompted to print a certificate after successful completion of the course.

1 – If needed, disable your pop-up blocker in your Tools/ internet options/ Privacy (Button on bottom of screen). and set your PC resolution to 1024 x 768 (Settings/Control Panel Display)

2 - Log into AKO using your CAC card or user/password. Go to the Self Service tab at the top and highlight and click “My Training.” then click on the ALMS icon.

3 - Click the yes button several times. Under Current Enrollments (right side) click on “Add Learning Button” and “ Advanced Search button.

4 - Type in the title field “TACOM-RI Radiation Safety Course 2008.”

5 - Click on “Search Training Catalog” button. Then click the “Register“ button on the bottom right.

The screenshot shows the ALMS - Microsoft Internet Explorer interface. The address bar displays <https://www.lms.army.mil/Saba/Web/Main>. The left sidebar contains a navigation menu with the following items: Enrollments, Catalog, Training Catalog, Training Requests, Transcript, Evaluations, Course/Phases, Curricula, Learning Plan, Continuing Education, and Order History. The main content area is titled "Training Catalog" and features a search form with the following fields: Title (containing "TACOM-RI Radiation Safe"), Keyword, Start Date (containing "02/04/2008"), End Date, Facility, ID, Location, Delivery Type (set to "All"), Language (set to "-Select One-"), Category, and Task. Below the search form are buttons for "Save Search Query" and "Search Training Catalog". The search results are displayed in a table titled "Learning Offerings and Course Iterations". The table has columns for Title, Version, Delivery Type, Start Date, End Date, Session, Location, Facility, Language, and Register. The first row shows "TACOM-RI Radiation Safety Course 2008" with a "Course Iteration" delivery type, "English" language, and a "Register" button. The "Register" button is circled in red. At the bottom of the page are buttons for "Request Private Offering" and "Request Public Offering".

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Register
TACOM-RI Radiation Safety Course 2008		Course Iteration						English	Register

6 - Proceed with registration:

ALMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.lms.army.mil/Saba/Web/Man

Calendar Help Preferences Log Out

Welcome Robert Boschock

Home Individual Training Plans Training Tasks Communities My Profile Reports

Enrollments Catalog Training Catalog Training Requests Transcript Evaluations Course/Phases Curricula Learning Plan Continuing Education Order History

Create Order

Select the choices for your Course Iteration

Name: TACOM-RI Radiation Safety Course 2008
Number: 00001357
Description:

Item 1: TACOM-RI Radiation Safety Course 2008

Select	Title	Version	ID	Type	Actions
<input checked="" type="checkbox"/>	TACOM-RI Radiation Safety Course 2008		00005205	Web Based Training	

Next Cancel

7 - You will receive a confirmation of registration. Then proceed to "Launch Content."

ALMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.lms.army.mil/Saba/Web/Man

Calendar Help Preferences Log Out

Welcome Robert Boschock

Home Individual Training Plans Training Tasks Communities My Profile Reports

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Registration Confirmation

Print

Order Contact: Robert Boschock
Billed To: Root
Order Status: Confirmed
Order Number: 00316432

Order Items

Title	Leamers	Delivery Type	Status	Actions	Launch Content
TACOM-RI Radiation Safety Course 2008	Robert Boschock				
TACOM-RI Radiation Safety Course 2008		Web Based Training	Confirmed		Launch Content

Go to My Enrollments

8 - The “Launch Program” button will bring you to a page of administrative notes for the course. **This will tell you how to get to the reference guide.**

https://www.lms.army.mil - ALMS - Microsoft Internet Explorer

saba.

Reference | Email | Help | Print

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- TACOM-RI Radiation Safety Training 2008 Student Instructions
- TACOM-RI Radiation Safety Training 2008 Student Instructions

Instructions

Attention Students!! DO NOT click on any hyperlinks (i.e. http, www) while taking this course, it will exit you out of the course.

Replace this link with the one stated on the introduction page that takes you to the student reference guide. Copy down this link for future reference.

<https://aeps2.ria.army.mil/commodity/safety/tacomsafety>

Once you have finished reading this, please close out this window and click on the next module to launch your next piece of content.

9 – This will bring you to the ALMS My Enrollments page. Close any other annoying screens that may have popped up. Click on the link titled “Radiation Safety Training 2008”

ALMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address: https://www.lms.army.mil/Saba/Web/Main

Calendar Help Preferences Log Out

ALMS

ARMY LEARNING MANAGEMENT SYSTEM

Welcome Robert Boschok

Home Individual Training Plans Training Tasks Communities My Profile Reports

Content and Results

You cannot mark this course complete.

Results by Module

Module	Required?	Completion Status	Mastery Score	Attempts On Content	Score	Results	Actions
TACOM-RI Radiation Safety Training 2008 Student Instructions	Required	Successful		Unlimited		View	
Radiation Safety Training 2008	Required	Not Evaluated		Unlimited		View	

Offering Name: TACOM-RI Radiation Safety Course 2008

Learner Name: Robert Boschok

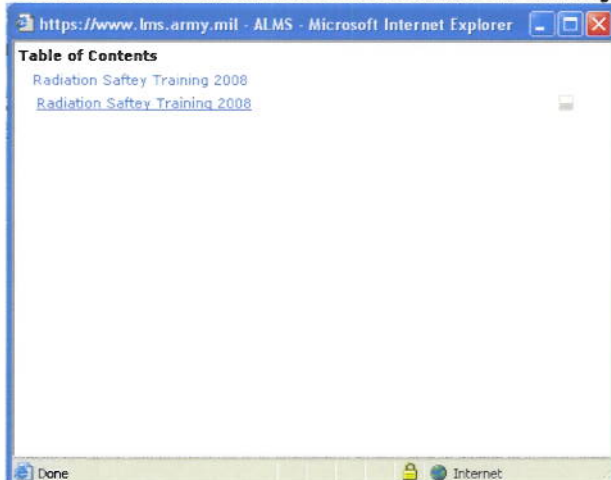
Overall Completion Status: Not Evaluated

Score: 0

Grade

10 – This will bring you a cute little pop-up. Click either of the links that say “Radiation Safety Training 2008.” You will arrive at the start of the course.

Click on the underscore radiation safety training to begin the course



11 – Repeat steps 9 and 10 each time you access the course. You can log into and work on the course as many times as it takes to complete. When the performance test is completed satisfactorily you will get a completion certificate mailed to the e-mail address you provide or will be prompted to print one directly.